

CONFIDENTIAL

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SPECIAL BULLETIN

OFFICE OF TRAINING



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No. 13-69

8 April 1969

To: All Training Officers of the Agency

BUDGET PROCESS COURSE

- FOR Employees directly involved in the budget formulation and execution phases of Agency financial management.
- DATES 23 - 27 June 1969
(Another running is planned for 20 - 24 October 1969)
- PLACE Room 1 A 07 Headquarters
- TIME 0830 - 1230 hours each day, Monday through Friday for one week
- PROGRAM The course objectives are to provide:
 - A. An understanding of the purposes and processes of Federal budgeting;
 - B. Detailed instruction in the techniques of budget formulation and execution with special emphasis on Agency forms and procedures;
 - C. The interrelationship of programming, budgeting and accounting activities.
 The course will consist of lectures by subject matter specialists, reference material, and class discussions.
- REGISTRATION Limited to 40 students. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by 6 June 1969.
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- ADDITIONAL INFORMATION For course content, call [REDACTED] extension [REDACTED] for registration assistance call AIR/ISS/TR, extension [REDACTED]
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